

CITY OF BOSTON



PCA Parking Permit Program

APPLICATION INSTRUCTIONS

Thank you for taking the time to read these instructions before submitting your application for the PCA Parking Permit Program. Following these instructions carefully will help expedite our review process to determine your eligibility in a timely manner. All your information should be printed clearly and legibly.

Please be sure that ALL questions are answered completely. Incomplete applications will be returned to the applicant and delay processing of your PCA Parking Permit application.

***** IMPORTANT *****

The supporting documents listed below must be included with your application:

- ☐ **Copy of utility bill, bank statement or other proof of residency from applicant**
- ☐ **Information Release Consent form, reviewed and signed by applicant**
- ☐ **Applicant agreement, reviewed and signed by applicant**
- ☐ **Two PCA agreements, reviewed and signed by PCAs who will use permit**
- ☐ **License Plate Number on PCA's vehicle, which will be tracked by Boston Transportation Department**

Applications may take up to 4 to 6 weeks to process, depending on various circumstances and conditions. You will be notified by mail of approval or denial. The city of Boston PCA Parking Permit Program is not governed or mandated by any federal, state or city laws/ordinances. It is a joint program run by the Mayor's Commission for Persons with Disabilities and the Boston Transportation Department to accommodate residents who require PCA Services in order to live in the community. The City of Boston Disability Commissioner has the ultimate authority to approve or deny applications at her discretion.

***** Keep a copy of your completed application & supporting documents for your records *****

RETURN COMPLETED APPLICATIONS TO:

Mayor's Commission for Persons with Disabilities
Boston City Hall, One City Hall Square – Room 967, Boston, MA 02210
Fax: 617-635-2726 Email: disability@cityofboston.gov